TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Data Processing Technician Trainee** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. NUMERIC REASONING   (12 Questions)

Employees in this job use numeric data to compare batch totals, compute production rates and compare record counts against records processed. Basic math skills are important to successful completion of these tasks. The test questions in this section of the exam require you to resolve situations that require the application of basic mathematical computations including addition, subtraction, multiplication, division, fractions, and percentages.

II. DOCUMENTING WORK ACTIVITY   (22 Questions)

Employees in this job must record information about the work activities they perform. This section of the exam tests your ability to make sensible decisions regarding the efficient storage and retrieval of complete and accurate data. Test question topics include:

- Completion of records;
- Maintenance of records;
- Use of different filing systems.

III. INTERPRETING WORK PROCEDURES   (30 Questions)

Employees in this job are often required to complete tasks and make work related decisions that require correct interpretation of written instructions and procedures. This exam section tests your ability to read and interpret passages similar to procedures you would encounter on the job. Included in this section are instructions and procedures relating to:

- Mail routing systems;
- Coding instructions;
- Computer error messages;
- Printer keys and indicators.